



Texas Workforce Commission
 Vocational Rehabilitation Services
**Pre-Employment Transition Services
 (Pre-ETS) Progress Report**

General Instructions

The Pre-ETS trainer follows the instructions below when completing this form.

- Complete the form electronically and answer all questions.
- Write summaries in clear, descriptive language. Leave no blanks. Enter N/A if not applicable.
- Print the form, get the signatures, and submit the form to the VR counselor with a corresponding invoice.
- Make certain that all standards are met before submitting this form with an invoice for payment.

Student Information

Student's name:	Case ID:
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Service authorization (SA) number:

Student Attendance and Training Facts

Instructions:

- Remote service must use a computer-based training platform that allows for face-to-face and/or real time interaction. Voiced telephone and text communication are not acceptable.
- When the Student is absent for 3 sessions, notify the VR counselor within 3 business days. Payment will not be made for unexcused absences and minimum hours must be attended.
- In the columns below, for each day of the training enter the:
 - Date using month, day, year format;
 - Start and End Time of training or "A" if absent;
 - Training length using quarter hour .25 increments (Note: not present=0, .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes, and 1.0 = 60 minutes);
 - Pre-ETS Areas Abbreviate each category using the following: Career Exploration- CE, Work-Based Learning (WBL), Counseling on Post-Secondary Training Opportunities (CPS), Workplace Readiness (WR), and Self-Advocacy (SA).
 - Training Delivery Method using P= Only in-person, R=Only remotely, B=In person and/or remote as dependent on Student's needs;
 - Training Setting using G=group (maximum 6 Students to 1 trainer) and I=individual.
- Total the number of hours that the Student attended the training. Payment will only be made for hours attended. If a partial hour was attended, round to the nearest quarter hour.
- Select training instructional approaches used.

<u>Date</u>	<u>Start Time and End Time</u>	<u>Training Length And Pre-ETS Area</u>	<u>Training Delivery Method</u>	<u>Training Setting</u>
Example: 00-00-00	9:00 AM to 12:00 PM	3-WBL	P	G

Basic	<ul style="list-style-type: none"> • Basic understanding or knowledge • Requires some guidance or supervision
Proficient	<ul style="list-style-type: none"> • Detailed understanding or knowledge • Capable of assisting others in the application of skills and tasks • Requires minimum guidance or supervision and works independently

Training Goals

Pre-ETS Area(s):	Marginal	Basic	Proficient	N/A
Example: WR: Appropriate dress for work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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27.				

Student's Overall Performance

Instructions: Use the scale to rate the student's overall performance.

Ability to learn	Excellent	Very Good	Good	Marginal	Poor
Accuracy of work	Excellent	Very Good	Good	Marginal	Poor
Accepts assistance	Excellent	Very Good	Good	Marginal	Poor

Adaptability	Excellent	Very Good	Good	Marginal	Poor
Appearance and hygiene	Excellent	Very Good	Good	Marginal	Poor
Attendance	Excellent	Very Good	Good	Marginal	Poor
Communication	Excellent	Very Good	Good	Marginal	Poor
Cooperativeness	Excellent	Very Good	Good	Marginal	Poor
Initiative	Excellent	Very Good	Good	Marginal	Poor
Motivation	Excellent	Very Good	Good	Marginal	Poor
Safety practices	Excellent	Very Good	Good	Marginal	Poor
Timeliness	Excellent	Very Good	Good	Marginal	Poor

Training Summary

Describe all accommodations, compensatory techniques, and special training required by the student.

Describe the student's ability and willingness to perform skills and tasks, including all problematic issues or concerns that emerge.

Describe how the student's skills improved over the course of the service.

Describe any additional training needs.

Additional Comments

Additional comments, if any:

Customer Signatures

Verification of the customer's and/or customer's authorized representative's satisfaction and service delivery obtained by:

Handwritten signature Digital signature (See VR-SFP 3 on Signatures)

By sending a copy of the document returned with a scanned signature

Unable to obtain signature, describe attempts:

NOTE: If the signature or other contact cannot be obtained, an approved 3472 is required for payment.

By signing below, I, the customer, certify that I received the service as recorded within the report above. If you are not satisfied with the service, contact your VR counselor.

Customer's signature: X	Date Signed:
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Provider Signatures (See VR-SFP 3 on Signatures)

Pre-ETS Trainer

By signing below, I certify that:

- the above dates, times, and services are accurate;
- I personally facilitated all training, meeting all outcomes required for payment and documented the service, as prescribed in the VR-SFP and service authorization;
- The customer provided verification above via signature or other acceptable method; and
- I maintain the qualifications for the Pre-ETS Trainer as described in VR-SFP Chapter 15.

Typed or Printed name:	Signature: X	Date Signed:
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Director

By signing below, I, the Director, certify that:

- I ensure that the services were provided by qualified staff, met all outcomes required for payment, and services were documented, as prescribed in the VR-SFP and service authorization;
- I maintain UNTWISE Director credential, as prescribed in VR-SFP.

Director Typed or Printed name:**Director Signature:****Date Signed:****X**